

**OCEANSIDE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MINUTES**

**DATE:** April 26, 2023

**TIME:** 9:30 a.m.

**LOCATION:** Auditorium

**PRESENT:** Board Members - Karen Bishop (KB), Peter Cornog (PC), Lynn Leszczynski (LL), Peggie Moore (PM), Roxanne Rimmel (RR), Sandy Riser (SR), Evelyn Thomas (ET)  
Management – Dan Farrar, General Manager      Fernando Montano, Facilities Manager

**1. Call to Order**      President Sandy Riser called the meeting to order at 9:30 AM.

Video disclaimer was read by Secretary Bishop.

Designation of Recording Secretary, Ellen Marciel, by President Riser.

**2. Executive Sessions** Executive Session meetings were held on April 12, 20, 24, and 25, 2023.

Discussed (1) litigation or potential litigation; (2) matters relating to the formation of contracts with third parties; (3) member discipline; (4) member delinquency, including payment plan requests; (5) personnel matters; and/or (6) approval of Executive Session minutes.

**3. Minutes** The minutes of the March 29, 2023 were approved as submitted.      Passed 7 / 0 / 0

**4. President's Report** SR provided an update on legal issues, land lease issues. Welcome to Dan Farrar. Thanks to office staff for continuing great work. Changes to common ground/leased land are allowed only through proper channels. First fireside chat went well and resulted in some actions. See new Hilltop Highlights section for Board decisions.

**5. Secretary's Report** Thank you to Ellen Marciel for great minutes from last month's meeting. Dropbox files help to keep Board members informed. Working on keeping Board policies up to date and getting approved minutes posted on website. Board participated in orientation. Thanks to Virginia Mann and Hub Committee for providing info for eBlasts.

**6. Treasurer's Report** Ending first quarter 2023 within budget, including lower expenses in salaries. Budget adjustments will be made due to lower SDG&E monthly costs with solar. Activities Committee is on budget. Will include Budget Variance report in future financial packets.

**7. Homeowner Comments**

Concern over BrightView's use of the herbicide, Lesco Prosecutor (Prosecutor).

Concerns over worker's driving against the flow of traffic.

**8. Financial Reports**

**A. MOTION: Ratify March 203 financials      Motion: LL      Second: RR      Passed 7 / 0 / 0**

Motion to ratify the review of the Association's March 2023 financial statements.

Finance Committee found March 2023 Financial Statements to be accurate.

**B. MOTION: December 2022 Financial      Motion: LL      Second: PC      Passed 7 / 0 / 0**  
Motion to approve the Association's December 2022 financial statements and close the year end.

**C. MOTION: Reserve fund investment      Motion: LL      Second: PC      Passed 6 / 1 (RR) / 0**  
Motion to move \$250,000 of reserve funds from checking into an interest-bearing account at US Bank with the acknowledgement that we will now have more than the FDIC insured limits.

## **9. MANAGEMENT REPORTS**

### **A. General Manager Report, Dan Farrar**

Enjoyed Steel Drum Band event, Cinco de Mayo is coming. Fernando has taught him about the community history. Working with committees and Reserve Consultant. Key job distribution starts on Monday. Working on budget. Discontinuing keys on June 30.

### **B. Facilities Manager Report, Fernando Montano**

**MOTION: City gravel      Motion: PC      Second: ET**  
**Did not pass Vote 2 (LL, PC) / 1 (PM) / 4 (RR, ET, KB, SR)**

Motion that the responsibility for gravel be determined within 30 days.  
Fernando estimates cost between \$8,000 and \$12,000 for gravel. Request to amend to 90 days failed. Abstain KB - more time than 30 days is needed.

**MOTION: Notice to city      Motion: PM      Second: RR      Passed: 7 / 0 / 0**  
Motion to write letter to the City of Oceanside notifying them of liability from OCA BOD and GM on OCA letterhead, with copies to Councilman, Eric Joyce, and the appropriate list of City staff, as provided by PC.

**MOTION: Meeting with city      Motion: SR      Second: ET      Passed: 7 / 0 / 0**  
Dan and PC demand a meeting with the city to discuss the issue with resolution.

**Motion: Unit 11 painting      Motion: KB      Second: SR      Passed: 7 / 0 / 0**  
Motion to award the painting of Unit 11 to AF General for \$395,875.

**Motion: Roofs      Motion: RR      Second: LL      Passed: 7 / 0 / 0**  
Motion to award AF General three roofing jobs with a discount of \$10,000.  
Unit 8 & 9 non-pitch for \$66,500      Unit 8 & 9 pitched for \$52,500      Annex for \$28,650

**Motion: Butler Barn ventilation      Motion: PC      Second: KB      Passed: 7 / 0 / 0**  
Motion to get an estimate from AF General to add additional ventilation on Annex roof.

**Motion: Unit 2 sidewalk      Motion: SR      Second: RR      Passed: 7 / 0 / 0**  
Motion to move Unit 2 sidewalk repair to the top of the list due to slip and fall risk.  
Fernando: work is scheduled to start on May 10 by the in-house staff.

**Motion: Reserve projects funding                      Motion: SR    Second: PC    Passed: 7 / 0 / 0**  
Motion to give permission to Dan and Fernando to reallocate funds for reserve projects per the spreadsheet, after working with Lynn.

**Break at 10:52 to 10:58 a.m.**

**Motion: Water Intrusion Policy                      Motion: PM    Second: RR    Passed: 5 / 2 no (PC and LL) / 0**  
Moved from 11 B.                      **Amended: SR #4 proposal on how long documentation will take.**  
Motion that the GM and Facilities Manager review and provide clarification on policies and procedures around water intrusion to include but not limited to the following:  
1. Documentation required by and to homeowner when incident of water intrusion occurs in both emergency and non-emergency situations.  
2. How insurance is to be handled by homeowners if internal damage to a home is the fault of the HOA.  
3. Who determines fault and what documentation is provided.  
4. Amended to read: GM and MM to determine how long it would take to provide documentation and/or map to each homeowner showing the water lines they are responsible for.

**Motion: Smart water meters                      Motion: PM    Second: PC    Motion rescinded**  
That the General Manager and Maintenance Manager work with the Strategic Planning Committee to identify, document and publish to the community the locations of smart meters, provide to the community summaries provided by the City of Oceanside of water loss and make recommendations to the Board steps to immediately resolve water loss throughout the community. Rescinded because this is already happening.

**MOTION: Pest Mgt Plan                      Motion: SR    Second: RR    Passed 5 / 1 (LL) / 1 (KB)**  
Moved from 11 C.                      "Protocol and Integrated Pest Management Plan"  
Motion to approve the "Protocols and Integrated Pest Management Plan proposed by BrightView based on confirmation from BrightView on the compliance any other legal requirements not stated in their document and with any other recommendations by the Landscape Committee.

## **10. UNFINISHED BUSINESS**

A. Committee Charters - To be reviewed and revised as needed by the liaisons and committee.

B. Garden Club - LL met with the Garden Club and will continue to assist. As a club still under the Activities Committee, a motion will come to the board in May regarding how the committee will work with the club to handle and report finances.

C. Community Management Exploration

**Motion: General Session vote                      Motion: KB    Second: ET    Passed: 7 / 0 / 0**  
Motion to have a meeting on May 10 at 11:30 AM to conclude the exploration stage of the property management issue in the auditorium. The Board will be voting on May 10.

D. Strategic Plan Action Items - To be reviewed each board meeting.

**Motion: Action items Motion: SR Second: PM Passed: 7 / 0 / 0**

Motion to approve action items and schedule a Town Hall in fall 2023 to discuss with community.

E. Nominating Committee - Reviewed the 2023 Election Process

Recommendations for 2024 election: seek Nom Cmt members to represent more units, review publication schedules, contract with Inspector of Elections earlier, GM to work on member list and voting eligibility and with the Inspector on rejected ballots.

Lunch break at 12:18 - 1:00 p.m.

## **11. NEW BUSINESS**

A. Land Lease Disclosure – revisions available on website, by office, escrow doc, Welcome pkts

B. Water Intrusion Policy - discussed earlier

C. Protocol and Integrated Pest Management Plan – discussed earlier

D. Clubhouse Rental Liability – Guidelines and revised forms

**Motion: Guidelines and form Motion: KB Second: SR Passed: 7 / 0 / 0**

Motion to approve updated Clubhouse Rental guidelines with matching form modifications to update insurance requirements, clarify length of rental and \$200 fee for private auditorium use and recognizing management has the right to modify the guidelines on a case-by-case basis.

E. Foreclosure – The Board tabled in executive session.

## **12. EMERALD ISLE – no report**

## **13. EXECUTIVE SUB-COMMITTEE REPORTS**

Committees should submit minutes to GM and SR, President in time for Board packet creation.

A. Architecture Committee - Did not submit minutes

B. Landscape Committee - reviewed

## **14. COMMITTEE REPORTS**

**NEW VOLUNTEERS AND RESIGNATIONS Motion: SR Second: PC Passed: 7 / 0 / 0**

Approved new volunteers / no resignations: Website - Anita Romaine, Share & Wear - Anita Romaine, Ad-hoc IT - Mike Weatherford & Michael Archer

C. Activities – Minutes reviewed

D. Community Resource Center (CRC)

**MOTION: CRC Charter      Motion: SR      Second: PC      Passed: 7/0/0**

Motion to approve the revised Community Resource Center charter.

**MOTION: Committee Rpts Consent Calendar      Motion: SR      Second: ET      Passed: 7/0/0**

Motion to modify consent agenda for items E through K.

- E. Finance Committee - previous discussion
- F. Hub Communication – minutes reviewed
- G. Strategic Planning Cmt – minutes not submitted
- H. Unit Advisors Committee – did not meet in April
- I. Website Committee – minutes not submitted
- J. Ad Hoc: IT – minutes reviewed
- K. Property Management Exploration Committee – previous discussion

**15. QUESTIONS** - No questions from attendees.

**16. ROUNDTABLE TOPICS**

A. Town Hall - Strategic Plan

**Motion: Strategic Plan      Motion: SR      Second: ET      Passed: 6 / 1 no - SR / 0**

Motion to hold Strategic Plan Town Hall in the fall of 2023.

**Motion: Strategic Plan      Motion: KB      Second: SR      Passed: 7 / 0 / 0**

Motion to write article on Strategic Plan for Hilltop Highlights to be prepared by KB.


B. Town Hall - Water Focus Group

C. Garden Club – how Activities is handling finances

**Future Board of Director Meetings**

- Executive Session – May 10 at 10 a.m.
- General Session – May 10 at 11:30 a.m. for Community Mgt decision
- Executive Session – May 25 at 11:30 a.m.
- General Session - May 31, 2023 at 9:30 a.m.
- Executive Session – May 31, 2023 following the General Session.
- General Session – August 30, 2023 meeting may be cancelled.

Respectfully submitted by Karen Bishop on May 4, 2023.

Approved: 

Date: 5/10/23